

I. POSITION IDENTITY

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The Deputy Director is responsible for the day-to-day management of the Requirements and Evaluation Office (REO). Concurrent with the Director he is responsible for successful implementation of the DCI, D/ICS and DD/R&E goals and objectives established for REO and ensuring that the office's business is accomplished in a timely and efficient manner responsive to the needs of senior U.S. policymakers. REO is responsible for evaluating the Community's intelligence needs and performance in accordance with the DCI's objectives for improving the Intelligence Community's overall performance. The staff consists of the Director, Deputy Director, [] professional intelligence officers and [] secretaries.

II. MAJOR DUTIES

15% A. In the absence of the Director, functions with full responsibility and authority for accomplishment of the offices mission. Provides substantive and managerial support and advice to the DD/R&E in the furtherance of his broad community responsibilities for requirements and evaluation.

50% B. The Deputy Director is the day-to-day manager of REO activities and business. He is responsible for supervising the activities of the staff and preparing evaluations on their respective performance. He supports the Director in the selection of personnel and manages their career development. Initiates and directs staff actions required for the continuing conduct of REO activities in discharge of the D/REO and DD/R&E responsibilities.

This is accomplished on both a daily and project/study basis. The Deputy Director is frequently required to translate broad DCI, DDCI, D/ICS, Administration and Congressional policy statements and tasking requirements into specific and detailed guidance applicable to REO activities/business.

- 20% C. Maintains close and continuous contact on matters of substance and key intelligence issues with senior Intelligence Community officials and the Intelligence Community Staff. Serves as Vice Chairman of the Foreign Intelligence Priorities Committee. This committee is responsible for the establishment and maintenance of comprehensive requirements categories and priorities to serve as basic guidance for the operation, planning, and programming for the allocation and use of intelligence resources against the overall US foreign intelligence effort.
- 15% D. In concert with the D/REO, responsible for ensuring that the issues/problems that are referred to REO provide specific remedial recommendations, including the restructuring of collection, processing, and production efforts within existing resources, or through new initiatives requiring reprogramming or supplemental funding actions.

III. SUPERVISION EXERCISED

A. The Deputy Director is responsible for the day-to-day management of REO and its personnel, to include personnel management, career development and specific work assignments.

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B. In coordination with the Director, tasks, provides specific guidance, establishes production priorities and coordinates the overall activities of the REO staff. He also coordinates the work and operations of the REO and any associated Intelligence Community committees and working groups.

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Element 1 - Work Planning and Organization

a. In coordination with the Director, establishes milestones and long term projects and study objectives for REO. Regularly reviews work schedules and production priorities, making adjustments as necessary.

b. Provides regular status reports of REO projects and activities to the Director, REO, D/ICS and DD/R&E as appropriate. In collaboration with the Director, REO and DD/R&E, determines the need and timing for REO assessments and evaluation.

Element 2 - Work Assignment and Review

a. Determines and assigns areas of responsibility to the REO staff officers, secretaries and working groups. Provides specific instructions regarding work methods and procedures to be followed and deadlines to be met. Reviews work during accomplishment and upon completion for conformance with initial instructions and overall objectives.

Element 3 - Personnel Management Functions

a. Determines the type and number of personnel to be assigned to each task and collaborates with the Director, REO to select individuals to be assigned. Monitors the training and career development of all office personnel including recommending formal and on-the-job training courses, programs and rotational assignments. Prepare individual performance and recommends actions such as promotion and reassignments. Counsels individuals on performance, career development, personal problems, and related matters that may affect performance or development.

Element 4 - Scope and Variety of Activities

a. Responsible for the substantive and administrative activities of [] employees. [] of these employees are professional intelligence officers ranging in grade from GS-13 to GS-15.

b. The office is charged with the responsibility of translating senior policymakers' intelligence needs into requirements, assign priorities and evaluate collection and production performance against these requirements. As a result of these evaluations, specific remedial solutions and future investment strategies are recommended to the DCI, D/ICS and DD/R&E, which are subsequently tasked to the Intelligence Community for implementation as appropriate.

IV. EVALUATION FACTORS

A. Knowledge Required by the Position

- o Knowledge of the organization, interrelationship, objectives and mission of the Intelligence Community and of each of the individual component agencies and departments in order to effect the timely and efficient interface of REO with other Intelligence Community elements.
- o Specialized knowledge of the various intelligence collection disciplines (COMIREX, SIGINT, HUMINT, MASINT), and their respective capabilities, and how these disciplines support the Intelligence Community's intelligence production process.
- o Knowledge of the Intelligence Community's substantive intelligence requirements and how these requirements are translated into intelligence objectives.
- o Knowledge of the NFIP budget and its development process.
- o Skill in intelligence management and interagency coordination in order to serve as the Deputy Director, REO and coordinate the activities of the REO in its requirements and evaluation process.

- o Skill in interpersonal relations in order to effectively manage the activities of the staff and the ability to deal with senior level government, corporate and academia officials.
- o Skill in writing and editing in order to produce a variety of studies, reports, policy documents and research papers.
- o Skill in oral communication and briefing techniques in order to present briefings to Intelligence Community policymakers at the national level and consumer organizations in the field.

B. Supervisory Controls

- o The supervisor assigns work in terms of general task objectives expressed within the DCI's current policy framework. The incumbent works independently in implementing this guidance and is responsible for achieving the necessary results.
- o Completed work is reviewed in terms of quality and timeliness and to determine that the objectives are met and there is consistency with the DCI's policy and tasking framework. For a number of assigned duties, incumbent is responsible for carrying out these on own initiative and receives minimal supervision.
- o In dealing with inquiries from committees, staffs, and Community elements, the incumbent exercises his own judgment in providing general policy interpretation to independently solve most problems. The supervisor (D/REO) is informed of any unique or novel interpretation made by the incumbent and reviews them for adherence to DCI and ICS policy.

C. Guidelines

- o Responds to broad guidelines from the D/ICS and DD/R&E and D/REO as to substantive work assignments allowing for independent action and judgments with the minimum of supervision.

D. Complexity

- o The Deputy Director is the responsible day-to-day manager for ensuring that effective action is taken and required results achieved by the REO staff. He reviews draft reports and studies that serve as the basis for final Community coordination and NFIC and DCI approval. He substantively reviews and supervises the final preparation and Communitywide dissemination of REO completed documents and ensures completion of any follow-up actions required by D/REO, D/ICS, DD/R&E, NFIC and/or the DCI.

- o The incumbent is frequently required to translate broad DCI, D/ICS and DD/R&E policy statements and tasking requirements into specific and detailed guidance uniquely applicable to the REO staff. Successful completion of tasks often requires departing from traditional approaches in order to satisfy unanticipated requirements, as well as to respond to time-critical needs. It is frequently necessary to develop guidelines that meet the varied needs of members of the Intelligence Community, civil agencies, and contractors. It is necessary to translate the implications of technical findings into meaningful instructions and guidelines for less sophisticated and more practical intelligence consumers in both the civil and national security areas of application.

E. Scope and Effort

- o The purpose of the Deputy Director's work is to facilitate the effective functioning of REO in all aspects and phases of its activities. The work is designed to prepare DCI, D/ICS and DD/R&E studies, reports, and other documentation which are necessary in order to make decisions concerning new initiatives or options for adjustments affecting collection, processing and production efforts against critical intelligence problems. The work also affects the flow to the DCI and other senior policymakers of specific remedies to intelligence shortfalls or critical intelligence problems, including the restructuring of collection, processing and production efforts within existing resources, or through new initiatives requiring reprogramming or supplemental funding actions.

F. Personal Contacts

Internal

- o Incumbent deals directly with the D/ICS, DD/ICS, DD/R&E and all ICS office heads and committee chairmen as appropriate. These contacts are daily.

External

- o Incumbent deals directly and regularly with senior officials of the Intelligence Community, National Intelligence Officers, National Security Council Staff, and the Congressional Intelligence Committees. The contacts are also carried out on a continuing and almost daily basis in the course of conducting REO business.

Foreign

- o On occasion, the incumbent deals directly with foreign liaison officials accredited to Washington and with senior foreign officials representing foreign intelligence organizations.

G. Purpose of Contacts

- o Contacts with internal staff elements and Community organizations are for the purpose of tasking, providing guidance, and coordination. Interaction often involves negotiating and settling policy differences. Persuasion is often necessary to obtain agreement on complex issues. Contacts with foreign officials are for the purpose of conducting liaison arrangements.

H. Physical Requirements

- o Due to the extensive scope, multi-faceted character, and dynamic nature of the REO, the pace of incumbent's work is intellectually demanding and involves pressure/stress in meeting a range of cyclical and ad hoc deadlines for action and response. ☐

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I. Work Environment

- o Work is performed in the normal office setting. There are frequent requirements to visit individuals affiliated with elements of the Intelligence Community and the civil and national security consumer organizations. Periodically, meetings with officials of foreign governments are also required. In addition, there are periodic requirements for TDY trips, both domestic and foreign. ☐

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